



**DEPARTMENT OF THE NAVY**

OFFICE OF THE SECRETARY  
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SECNAVINST 5300.32A  
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SECNAV INSTRUCTION 5300.32A

From: Secretary of the Navy

Subj: CHILD CARE PROGRAMS FOR DEPARTMENT OF THE NAVY MILITARY  
AND CIVILIAN PERSONNEL

Ref: (a) DODI 6060.2 of 19 Jan 93  
(b) Military Child Care Act of 1989  
(c) DODD 1020.1 of 31 Mar 82  
(d) OPNAVINST 1700.9D

1. Purpose. To provide Department of the Navy (DON) child care program policy, implement reference (a), and comply with the provisions of references (b), (c), and (d). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 5300.32.

3. Background. The composition of DON is changing rapidly and is largely reflective of trends in our society. Increasingly, DON families consist of two wage earner families as well as families that are headed by a single parent, either male or female. These personnel experience a need for child care services which is heightened by the mobility of military service. Recognizing the significance of quality child care programs to military and civilian personnel, it is the intent of DON to assist in providing child care services to promote operational readiness, mission accomplishment and retention. The extent to which this is feasible is a factor of funding availability, as well as positive commitment to quality child care.

4. Definitions

a. Child Care Services. Services targeted to address the need for care of children of DON personnel and other eligible DOD personnel on a full-day, part-day or hourly basis. This care is designed to protect the health and safety of dependent children, as well as promote their physical, social, emotional, and cognitive development. These services can be provided through support available in the local community or DON-sponsored programs.

b. DON Child Development Center (CDC). DON-sponsored and -regulated child development program (CDP) that operates within a facility located on or off Navy or Marine Corps bases worldwide. It may be either a base or contract-operated child care facility and may be established to serve the needs of either military members, civilian employees or both.

c. DON Child Development Homes (CDH) and Family Child Care (FCC). Care provided for up to six children (including own children under the age of 8) by a CDH or FCC certified provider in quarters either owned or leased by the government or in civilian-owned or-leased off-base quarters. While primarily targeted to meet the needs of military dependents, CDH and FCC providers are permitted and authorized to serve dependents of DON military and civilian personnel and other Department of Defense (DOD) eligible personnel on installations when determined beneficial by local commands.

d. DON Personnel. Eligible patrons include DON military personnel, DON civilian employees, as well as eligible DOD active duty Reservists, active duty Coast Guard, and DOD contractors.

e. Dependent Child. Includes adopted children or recognized natural children, stepchildren and foster children who live with the military servicemember or civilian employee in a regular parent-child relationship. Dependent children requiring child care program support are defined as those who range in age 6 weeks to 12 years.

f. Resource and Referral (R&R) Services. Assistance provided to military or civilian employees in locating child care services by identifying State-licensed centers operating within the local community, CDH and FCC providers who can accept additional children, and child care providers who have completed a certification course in the community or on base.

5. Policy. It is in DON's interest to provide child care programs which assist DON military and civilian employees as well as eligible DOD active duty Reservists, active duty Coast Guard, and DOD contractors in contributing to mission accomplishment. In this regard, the following policies apply:

a. Child care is the personal responsibility of parents.

b. Child care support is not a right or entitlement but a service that can be provided to a finite portion of the population, within budget constraints, to promote operational readiness, mission accomplishment and retention.

c. The degree and type of assistance given to address the need for available child care cannot be uniform across all DON bases and installations. It will be contingent upon such factors as availability and cost of alternatives within the local community, the demographics of base population, and the appropriated and non-appropriated fund (APF/NAF) resources available to the local commander.

d. The scope of child care services shall be determined based on a valid needs survey. Needs will first be met by maximum referral to available local community services and use of least cost, on-base options, such as CDH or FCC.

e. Quality of care will be the dominant consideration in all child care program decisions. The availability and affordability of care, while important, are secondary to ensuring full compliance with established quality standards to ensure maximum protection of the children served.

f. R&R services, for other than DON CDCs, will suggest as child care alternatives only those off-base services which meet local and State standards and those on-base or off-base certified CDH and FCC providers who meet Navy or Marine Corps standards. In all cases, the choice of a caregiver and the consequences of accepting child care services rest with the parent.

g. Quality assurance in DON-sponsored child care programs will be ensured by the installation commander by using the following:

- (1) Inspector general inspections.
- (2) Service program manager inspections and assistance visits.
- (3) Chain of command multi-disciplinary inspections.
- (4) Parent review committees.

h. Centers established primarily to support either military or civilian target populations will support that group and offer support on a space available basis to the secondary target group.

i. Priority of access to child care services will be issued by the Services and be supportive of operational readiness, mission accomplishment, and retention.

j. Fees charged by military CDCs will be based on family income ranges as determined and published annually by DOD.

k. CDPs will make every reasonable effort to accommodate the special needs of each child. Handicapped children who meet the eligibility requirements for receiving services under reference (c) may not be excluded, solely on the basis of handicap, from participation in such programs or otherwise be subjected to discrimination when such programs can reasonably accommodate the special needs of the child.

l. Installation commander or Defense Agency Director/Commander concerned may authorize the CDP to use APFs to provide direct cash assistance to CDH providers, so that CDH services can be provided to members of the Navy at a cost comparable to the average cost of services provided by DOD facility-based programs.

## 6. Responsibilities

a. Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) has overall responsibility for policies and programs associated with child care services of DON military and civilian personnel and other eligible patrons.

b. Deputy Assistant Secretary of the Navy (Military Personnel Policy) (DASN (MPP)) is responsible for directing the development and issuance of procedures and guidance on child care programs supporting military personnel within DON and other eligible patrons.

c. DASN (Civilian Human Resources) (CHR) is responsible for directing the development and issuance of procedures and guidance on child care programs supporting civilian personnel within DON.

d. The Assistant for Administration, Office of the Under Secretary of the Navy (AAUSN); the Chief of Naval Operations (CNO); Commandant of the Marine Corps (CMC); and the Chief of Naval Research (CNR) are responsible for implementing this instruction, the requirements of references (a), (b), and (c), and publishing necessary supporting policies and procedures.

e. Activity heads, commanders, and regional commands are responsible for ensuring that child care program policies and procedures are implemented at the activity or command level following this instruction and supporting service directives.

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